

**BRIDGEPORT SCHOOL DISTRICT No. 75**  
**Douglas County, Washington**  
**September 1, 1993 Through August 31, 1995**

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**Schedule Of Findings**

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1. The District's Staff Mix Factors Should Be Accurately Reported

Our review of the district's certificated staff mix factors disclosed occurrences of incorrect reporting to the Office of the Superintendent of Public Instruction (OSPI). We reviewed the files of 10 percent of the district's certificated staff. Of the files reviewed, 80 percent incorrectly reported in-service credit hours and 20 percent incorrectly reported years of experience.

WAC 392-121-280 states in part:

Schools districts shall have documentation on file and available for review which substantiates . . . certificated instructional employee's placement on LEAP salary allocation documents . . .

(3) Districts shall document in-service credits by having on file a document meeting standards . . . .

WAC 392-121-257 (7) calculates an in-service credit as follows:

Ten locally approved in-service or state approved continuing education credit hours . . . equal one in-service credit.

Where in-service credits were involved, the district had failed to convert in-service credit hours to in-service credits by using the ten-to-one formula cited above.

These errors occurred because district personnel failed to consistently apply the required procedures governing staff mix reporting. Incorrect staff mix reports affect the calculation of apportionment funding to the district, and may result in over or underpayments to the district by OSPI.

We recommend district officials review all certificated staff files, identify corrections which need to be made to the staff mix factor report and inform the OSPI of these corrections. We further recommend that the district implement procedures necessary to achieve accurate staff mix reporting in the future.